

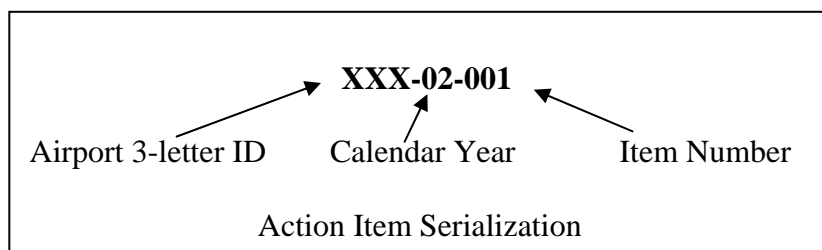
Appendix. Runway Safety Action Item Response Format

Please follow the format outlined below in providing your updates to the action items contained in the Runway Safety Action Plan.

A report on the status of each action item should include the Action Item Number (e.g. XXX-02-001), Status, Remarks, and Estimated Completion Date (ECD) or, if applicable, date the item was completed.

Action Item Number

The Action Item Number is comprised of the three-letter airport identifier, two-digit calendar year, and three-digit item number. Action items are year-specific and are numbered sequentially, beginning with item -001.



Sample airport responses:

XXX-02-001. Open. Taxiway E information sign included in FY03 Taxiway E rehab project. ECD 03/15/03.

XXX-02-001. Complete. Taxiway E information sign installation completed 11/25/02.

Status

Open – Item is not yet complete due to pending action by responsible parties, project funding, or other future event.

Complete – Recommended action has been executed (e.g. driver training, painting, installation of signs, improvement of lighting). No item may be deemed “Complete” based on projected execution dates in the future.

Closed – Action item is not funded and is no longer being considered. An airport may not unilaterally determine that an item is “Closed” without the concurrence of the Office of Runway Safety.

Continuous – The item was addressed and is part of a continuous process of periodic updating, such as reviewing airport diagrams to ensure they are current or conducting airport user meetings. An item identified as “Continuous” does not require update responses to AWP-1R, although it remains permanently in the national runway safety database.

Remarks

For items that are *open*, please provide a short narrative on what action(s) is/are planned, awaiting funding or grant approval, etc.

For items that are *complete*, please provide a short narrative on what action took place in order for the item to be completed.

Closed items are those recommendations that will not be acted upon. In order for an item to be categorized as *closed*, a short narrative justifying the decision not to act upon the item will be needed from the responsible party/ies. The item will still be entered into the National Runway Safety Database as originally recommended and will become part of the permanent record with a designation of “Closed.”

For items designated as *continuous*, no update responses to AWP-1R are required.

Estimated Completion Dates (ECD)

The responsible party is to provide an ECD for those items that remain open. If the item has been completed, please provide the date of completion.